

**CONFIDENTIAL**

DDA #1A

OL #1

PROBLEM STATEMENT: Placement of Controlling Numbers on  
Classified Microfiche

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The problem of controlling unnumbered classified microfiche has been a matter of concern in the Agency for a number of years. In an effort to resolve the problem the Printing and Photography Division (P&PD) recently requested the Bureau of Census to develop a device allowing the placement of numbers on microfiche. At the present time P&PD is uncertain whether Census will be able to develop the device and, if successful, what the projected final developmental costs will be. Should Census be unable to develop the aforementioned device P&PD would seek some internal research and development to help resolve the problem. Attached is a memorandum for your perusal outlining the functional aspect of the proposed device as submitted to Census by our Systems Staff.

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Point of Contact:

Systems Staff. P&PD/OL

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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D.C. 20505

April 23, 1979

Census Bureau  
Suitland, Maryland

Attention Mr. Robert Varson

Dear Bob,

The purpose of this letter is to solicit from the Census Bureau a price quotation and estimated development time for a sequential numbering device to be used for placing unique control numbers on diazo duplicate microfiche. The specifications for the device are listed below.

The sequential control number is to be placed on the diazo duplicate microfiche as they are produced on the duplicator. The control number will consist of a five digit alpha numeric number (ex. 0001A) and would be placed in the top right hand corner of the microfiche title (examples attached). The number will be placed on source document microfiche in an NMA format (98 page) and Computer Output Microfiche (COM) in 24X (63 and 98 page) and 48X (270 and 420 page) formats. The number should be eye readable but be no larger than 15 millimeters wide and 5 millimeters high.

The numbering device must have the capability to return to its original start position (0001A) after each master microfiche is duplicated. The duplicator operator should have the option to manually select the alpha character (A-Z) for each production run he is to make. The actual printing and sequencing of the number should be accomplished with a minimum of operator intervention. Possible methods for placing the number on the microfiche include: 1) ink jet printing; 2) a pre exposure device using either light emitting diodes or a stenciled disk with a light source; or 3) a perforation device. Any method that is used must provide a permanent number on the microfiche.

The numbering device would be used primarily on Bruning OP series microfiche diazo duplicators. However, it would be advantageous if the device could be used on any of the high speed microfiche duplicators currently on the market.

Any questions pertaining to this request may be directed 25X1  
to me on

Yours truly,

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Attachments as stated

**SECRET**

DDA #23

PRINCIPAL OFFICE: ORD

OL #2

**PROBLEM STATEMENT:** Secure Destruction of Classified Materiel that Provides for Recovery of Metals through Normal Salvage Channels [ ]

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**Background:** There is currently being generated some \$3 million (Book Value) worth of classified materiel within the Agency each year that requires secure destruction after it has been declared excess to any known needs. This excludes the destruction of classified silver-bearing paper and film and other classified paper and related products. The current method of destruction is to send this materiel on available transportation [ ] to be burned and then buried at that installation. This is an expensive operation and leaves something to be desired in security as well as making no provision for the recovery of any salvageable metals. Several studies have been undertaken over the past several years to try and come up with equipment that would accomplish this task but with negative results. With ever-tightening environmental standards, it is a question of time as to how long this inefficient method of disposal can continue. [ ]

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**What the Equipment Should Look Like or Do:** The equipment should be simple to operate and maintain, rugged and take a wide variety of items destruction. It should have the capability of providing either as an end product, declassified material and segregation of materials that can be further processed to reclaim materiel and/or precious metals for further processing and return to the Government. Require not more than one person to operate and meet OSHA safety and health standards. The following are some typical items that require secure destruction: [ ]

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- a. Core boards and other electronic equipment
- b. Cameras
- c. Radios and communications equipment
- d. Briefcases that have special built-in material

**Point of Contact:**

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